

SafeAssign is a content comparison software program that is now built into our version of RamCT. SafeAssign compares submitted assignments against a pool of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign can be used as a means to deter plagiarism and to educate students on how to properly cite other sources in their work.

**Note:** The Black Board SafeAssign program is shared by a number of universities. During busy times it can take a few hours or more for a paper to be processed by SafeAssign. If an instructor allows you to submit a draft of your paper to check for possible content matching, be sure to allow enough time for your draft to be processed by SafeAssign. That will provide you with time to make changes in your final paper before the submission time/date.

- I. [Acceptable File Types](#)
- II. [Opening a SafeAssignment](#)
- III. [Submitting a SafeAssignment](#)  
Draft, Final Version and the Global Database
- IV. [Submitted Papers](#)
- V. [Viewing a SafeAssign Originality Report](#)
- VI. [Interpreting a SafeAssign Report](#)
- VII. [RamCT Support](#)

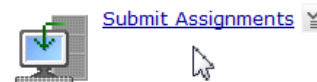
## I. Acceptable File Formats

Students can submit SafeAssignments in the following formats:

Microsoft Word (.doc and .docx)	Text (txt)	OpenOffice (odt)
Portable Document Format (pdf)	Rich Text (rtf),	HTML (.html, .htm).

## II. Opening SafeAssignment

If your RamCT instructor chose to use SafeAssign they will have put an assignment link on one of the pages in their RamCT section. Usually they will use the word “assignment” in the name of the link.



- a. Click on the **assignment** link created by your instructor.

You will see a list of the SafeAssignments your instructor has created which includes:

- Due Date: the time and date when the assignment must be submitted by in SafeAssign
- Description – will usually include directions from the instructor about how to complete the assignment.

- b. Click on the **link** for the **assignment** you would like to work on.

#### SafeAssignments

##### Available Assignments

#### Available Assignments



[The importance of stimulus money at CSU FINAL VERSION](#)

Due Date: Sun, Jun 21 2009, 12:00 AM

Description: jjllkj Due June 21, 2009 by midnight.



[Colorado Rockies Paper DRAFT](#)

Due Date: Tue, Sep 01 2009, 12:00 AM

Description: In a two page, single spaced paper with one inch margins, c world series. Papers must be submitted by midnight, MDT, on September

### III. Submitting A SafeAssignment

Instructors can set up a SafeAssignment to include either draft or final submissions of a paper.

**Draft** - can be processed and compared with other sources but will not be added into the CSU institutional data base. A draft assignment will have the word “Resubmittable” in the title bar of the assignment.

**Final Version** - will be added to CSU’s institutional database. Student’s also have the option of including their paper in the Blackboard Global Reference Database.

**Global Database** – to protect the originality of their work, students can voluntarily submit a copy of their paper to Blackboard to be included in a database that includes all schools that use SafeAssign.

When you click on a SafeAssignment you will see:

**Paper Submission: Colorado Rockies Paper DRAFT (Resubmittable)**

Due Date: Tue, Sep 01 2009, 12:00 AM

**Description:**

SafeAssign can be used as a tool to identify areas of overlap between submitted assignments and existing works, and to help students learn to properly attribute sources. Submissions will be added to SafeAssign's papers for CSU. You may choose below to add copies of your papers to SafeAssign's global database. For more info go to <http://help.ramct.colostate.edu/safeassign.aspx>

SafeAssign Description:

In a two page, single spaced paper with one inch margins, discuss whether or not the Colorado Rockies will be in the world series. Papers must be submitted by midnight, MDT, on September 1, 2009

- a. Paper Submission – displays the name of the assignment. If you see the word “Resubmittable” in the title this indicates that you can submit a draft of your paper to SafeAssign.
- b. Description - includes CSU statement on using SafeAssign. The instructor can provide instructions for submitting this assignment.

**\*Submission:**

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

**NOTE:** SafeAssign accepts files in Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

**Add Comment:**

- c. Submission – *click* on the **Browse** button to locate the assignment you would like to submit. The submission section also provides the terms of agreement from Blackboard, the makers of RamCT.
- d. File Types – lists the acceptable files types that can be processed by SafeAssign.

**Global Database Submission:**

Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database [click here](#).




- I agree to submit my paper to the Global Reference Database.**

- e. Global Database Submission – students can voluntarily submit a copy of their paper to a database that includes submissions from all schools that use SafeAssign. It is a way for student’s to protect the originality of their own work. This option is only available for final copy of a paper, not for draft copies.
- f. Add comment – students can type in comments regarding their assignment submission.
- g. Submit – *click* **submit** to upload your assignment.

#### IV.Submitted Papers

After you have submitted your SafeAssignment you will then see the Submitted Papers area on the SafeAssignments page.

**Submitted Papers**

Assignment	Grade	Text	Matching	SA Report	File	Submitted
<a href="#">Submit your paper on hail in colorado - DRAFT</a>	90		13%			Tue, Jun 16 2009, 3:26 PM




- a. Assignment - displays a list of any papers you have submitted
- b. Grade – the grade assigned by your instructor for your assignment.
- c. Text – a text only version of your assignment.
- d. Matching – displays as a percentage how much of the content in your paper matches the sources that SafeAssign checks.
- e. SA Report – if your instructor has selected this option, you will be able to see the SafeAssign Originality Report that was generated when your paper was processed. An example of a SafeAssign Originality Report is at the end of this document.
- f. File – a copy of the paper you submitted
- g. Submitted – the date and time you submitted your assignment.

## V. Viewing a SafeAssign (SA) Report

Your instructor can choose to share with their students the results of how a paper scored using the SafeAssign process.

*Note:* The Black Board SafeAssign program is shared by a number of universities. During busy times, it can take a few hours or more for a paper to be processed by SafeAssign.

The SafeAssign Report contains four sections: 1. Paper Information, 2. Submission Comment, 3. Suspected Sources and 4. Paper Text.

Paper Information		
<b>Author:</b> Annie Accurate_CSU	<b>Assignment:</b> Brief Biography of Ben Franklin	<b>Print version:</b> 
<b>Title:</b> Brief Biography of Ben Franklin	<b>Submitted:</b> Jun 04 2009 10:04:16 MDT	<b>Direct link:</b> 
<b>Matching:</b>  100%	<b>Paper ID:</b> 22634337	

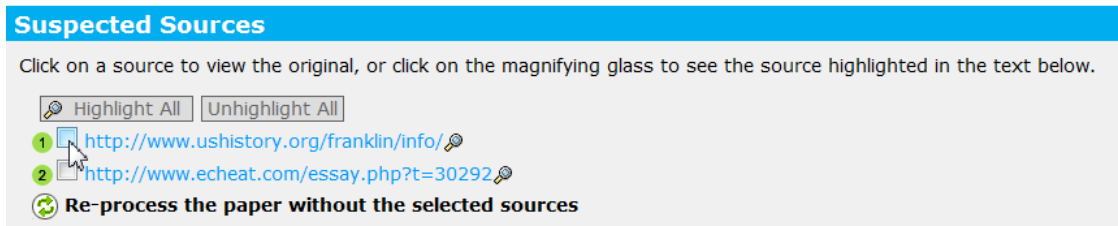
Submission Comment
Here is my paper on Ben Franklin.

1. **Paper Information** – a summary section that includes the student’s name, name of the paper, date submitted and a matching score

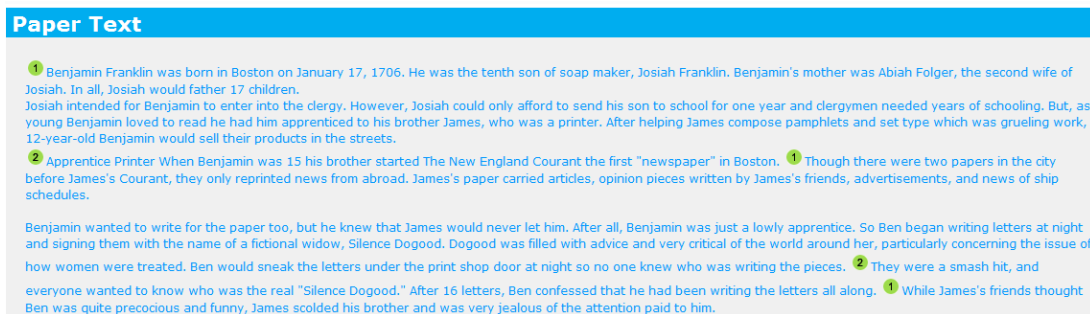
*Note* in the example below the matching score of 100%. In this example, I had just copied and pasted information about Benjamin Franklin from a web page into my paper. SafeAssign detected that my text completely matched another source.

2. **Submission Comment** – includes any comments the student typed in when they submitted their paper.
3. **Suspected Sources** – sources SA checked and found text that matches text in the submitted paper.
  - a. **Highlight All** – Click on this option highlight all of the text in a student’s paper that matches one or more of Safe Assign’s comparison sources.
  - b. Clicking on the magnifying glass next to a source will highlight all references to this source in the SafeAssign report.

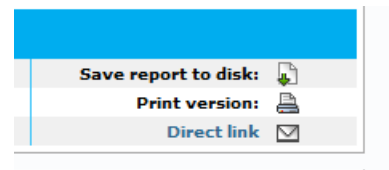
- c. **Re-Processing** - You can remove a source used by SafeAssign by placing a check next to an item and then clicking on the Re-processing icon.



- 4. **Paper Text** – Shows the text that was submitted and cites where the student’s text matches the suspected sources SA found in its comparison.



At the top right of the report are ways for you to keep a copy of your SafeAssign Originality Report:



- a. **Save report to disk:** gives you the ability to save a copy of this SA report on your local computer.
- b. **Print version** – allows you to print a copy of the SA report
- c. **Direct link** – allows you to email a copy of the link to this specific SA report to yourself or someone else.

## VI. Interpreting a SafeAssign Report

From the SafeAssign Users Manual:

“Sentence matching scores are the percentage probability that two phrases have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed).

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

*Scores below 15 percent:* These papers typically include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.

*Scores between 15 percent and 40 percent:* These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.

*Scores over 40 percent:* There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.”

## VII. Remove a Comparison Source and Reprocess

Even if you have properly cited materials, in SafeAssign you can receive a high matching score; SafeAssign does not check for proper citation. It just checks for matching text. Or perhaps your instructor is letting you submit another version of your paper. The original paper was entered into the SafeAssign database for CSU and will likely result in a high matching score.

You can remove a matching source from the SafeAssign report and then have SafeAssign reprocess the paper.

- a) In the SafeAssign report, under Suspected Sources, place a check next to one of more of the matching sources that you would like to remove from SafeAssign comparison checking.
- b) Click on the Re-processing icon
- c) SafeAssign will generate a new report without the sources you checked.



## VIII. RamCT Support:

Visit the <http://help.ramct.colstate.edu> website

Email support at: [ramctsupport@colostate.edu](mailto:ramctsupport@colostate.edu)